

Volume No. 1—Policies & Procedures	TOPIC NO.	20335
Function No. 20000—General Accounting	TOPIC	STATE TRAVEL REGULATIONS
Section No. 20300—Cash Disbursements Accounting	DATE	October 1, 2008

**THERE ARE THREE (3) TABLES BELOW:**

1. The “Meals and Incidental Expense (M&IE) Rate” breakdown table,
2. The In-State Rate Table, and
3. The Out-of-State Rate Table, which includes some northern Virginia cities and counties.

If your destination location is NOT listed in either the “In-State” or “Out-of-State” table, then use the STANDARD rate listed on the first line of the appropriate table (either “In-State” or “Out-of-State,” depending upon your LODGING destination). *For the Virginia cities of Alexandria, Fairfax, Falls Church; for the Virginia counties of Arlington and Fairfax; and for the Maryland counties of Montgomery and Prince George’s, USE THE WASHINGTON, DC rates that are found on the Out-of-State table.*

**IF YOU NEED RATES FOR OUT-OF-COUNTRY OR RATES FOR HAWAII OR ALASKA, PLEASE SEE [http://www.umw.edu/ap/travel/outofcountry\\_travel.php](http://www.umw.edu/ap/travel/outofcountry_travel.php) or contact [payables@umw.edu](mailto:payables@umw.edu)**

For lodging regulations, see [http://www.umw.edu/ap/travel/per\\_diem\\_lodging\\_rates/lodging/default.php](http://www.umw.edu/ap/travel/per_diem_lodging_rates/lodging/default.php)

For per diem regulations and details regarding this “Meals and Incidentals Expense (M&IE) Rate” breakdown table, please see [http://www.umw.edu/ap/travel/per\\_diem\\_lodging\\_rates/perdiem/default.php](http://www.umw.edu/ap/travel/per_diem_lodging_rates/perdiem/default.php)

ALL TRAVEL REGULATIONS CAN BE FOUND AT <http://www.umw.edu/ap/travel/default.php>

**TABLE 1**

**Meals and Incidental Travel Expenses (M&IE) Rate Breakdown Table**

The M&IE Rate Table below provides a breakdown of the M&IE per diem rates that are shown in the “Lodging/M&IE Guideline” tables that are found below this table. The M&IE Rate Table below reflects rounded amounts for the “75% travel days.” This is intentional and intended to be more convenient for the traveler.

<b>TOTAL</b>	<b>\$39</b>	<b>\$44</b>	<b>\$49</b>	<b>\$54</b>	<b>\$59</b>	<b>\$64</b>
Breakfast	\$7	\$8	\$9	\$10	\$11	\$12
Lunch	11	12	13	15	16	18
Dinner	18	21	24	26	29	31
Incidentals	3	3	3	3	3	3
75% Travel Days	\$30	\$34	\$38	\$42	\$45	\$49

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**TABLE 2**  
**IN-STATE rates for Lodging and Meals (M&IE)**

If your destination city is not listed, use the standard rate on the first line of this table.

**NOTE: See Washington, DC in the Out-of-State Table for some northern Virginia cities and counties.**

<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate Excludes taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD →</b>	<b>\$70</b>	<b>\$39</b>
<b>EXCEPTIONS ↓</b>		
<i>Abingdon (Washington) (10/1 – 3/31)</i>	79	49
<i>Abingdon (Washington) (4/1 – 5/31)</i>	72	49
<i>Abingdon (Washington) (6/1 – 9/30)</i>	79	49
<i>Blacksburg (Montgomery)</i>	80	54
<i>Charlottesville (Albemarle &amp; Greene County)</i>	100	44
<i>Chesapeake / Suffolk (10/1 – 3/31)</i>	89	44
<i>Chesapeake / Suffolk (4/1 – 5/31)</i>	97	44
<i>Chesapeake / Suffolk (6/1 – 8/31)</i>	107	44
<i>Chesapeake / Suffolk (9/1 – 9/30)</i>	89	44
<i>Chesterfield / Henrico (Chesterfield and Henrico Counties)</i>	93	49
<i>Fredericksburg (City of Fredericksburg, Spotsylvania)</i>	74	54
<i>Hampton City / Newport News</i>	81	44
<i>James City / York Co / Williamsburg (10/1 – 3/31)</i>	75	54
<i>James City / York Co / Williamsburg (4/1 – 8/31)</i>	97	54
<i>James City / York Co / Williamsburg (9/1 – 9/30)</i>	75	54
<i>Loudoun (Loudoun County)</i>	140	59
<i>Lynchburg (Campbell County)</i>	78	44
<i>Manassas (City Limits)</i>	101	39
<i>Norfolk / Portsmouth</i>	96	59
<i>Richmond (City Limits) (10/1 – 10/31)</i>	129	54

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<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD →</b>	<b>\$70</b>	<b>\$39</b>
<b>EXCEPTIONS ↓</b>		
<i>Richmond (City Limits) (11/1 – 8/31)</i>	123	54
<i>Richmond (City Limits) (9/1 – 9/30)</i>	129	54
<i>Roanoke (City Limits)</i>	96	44
<i>Stafford / Prince William (Stafford and Prince Williams Counties)</i>	95	44
<i>Virginia Beach (Virginia Beach) (10/1-5/31)</i>	88	54
<i>Virginia Beach (Virginia Beach) (6/1-8/31)</i>	151	54
<i>Virginia Beach (Virginia Beach) (9/1-9/30)</i>	88	54
<i>Wallops Island (Accomack County) (10/1-6/30)</i>	87	49
<i>Wallops Island (Accomack County) (7/1-8/31)</i>	121	49
<i>Wallops Island (Accomack County) (9/1-9/30)</i>	87	49
<i>Warrenton (Fauquier)</i>	99	44

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**TABLE 3**  
**OUT-OF-STATE rates for Lodging and Meals (M&IE)**

**If your destination city is not listed, use the standard rate on the first line of this table.**

<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <i>Excludes</i> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <i>Includes</i> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b>STANDARD →</b>	<b>\$88</b>	<b>\$44</b>
<b>EXCEPTIONS ↓</b>		
<i>Austin, TX (Travis) (10/1 – 3/31)</i>	114	54
<i>Austin, TX (Travis) (4/1 – 8/31)</i>	107	54
<i>Austin, TX (Travis) (9/1 – 9/30)</i>	114	54
<i>Atlanta, GA (Fulton, Cobb, DeKalb Counties)</i>	141	49
<i>Baltimore, MD (10/1 – 10/31)</i>	172	59
<i>Baltimore, MD (11/1 – 8/31)</i>	157	59
<i>Baltimore, MD (9/1 – 9/30)</i>	172	59
<i>Baltimore County, MD</i>	106	54
<i>Boston/Cambridge, MA (Suffolk, City of Cambridge) (10/1 – 10/31)</i>	256	64
<i>Boston/Cambridge, MA (Suffolk, City of Cambridge) (11/1 – 8/31)</i>	203	64
<i>Boston/Cambridge, MA (Suffolk, City of Cambridge) (9/1 – 9/30)</i>	256	64
<i>Charleston, SC (Charleston, Berkeley, Dorchester Counties)</i>	141	54
<i>Charlotte, NC (Mecklenburg County)</i>	97	49
<i>Chicago, IL (Cook, Lake Counties) (10/1-11/30)</i>	218	64
<i>Chicago, IL (Cook, Lake Counties) (12/1-4/30)</i>	157	64
<i>Chicago, IL (Cook, Lake Counties) (5/1-6/30)</i>	209	64
<i>Chicago, IL (Cook, Lake Counties) (7/1-8/31)</i>	177	64
<i>Chicago, IL (Cook, Lake Counties) (9/1-9/30)</i>	218	64
<i>Cincinnati, OH (Hamilton, Clermont Counties)</i>	112	54
<i>Cleveland, OH (Cuyahoga County)</i>	110	54
<i>Dallas, TX (Dallas County and City Limits) (10/1-12/31)</i>	115	59
<i>Dallas, TX (Dallas County and City Limits) (1/1-3/31)</i>	129	59
<i>Dallas, TX (Dallas County and City Limits) (4/1-9/30)</i>	115	59

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<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <i>Excludes taxes and surcharges</i></b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <i>Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</i></b>
<b>STANDARD →</b>	<b>\$88</b>	<b>\$44</b>
<b>EXCEPTIONS ↓</b>		
<i>Denver / Aurora, CO (Denver, Adams, Arapahoe, and Jefferson)</i>	149	49
<i>Detroit, MI (Wayne County)</i>	107	49
<i>Floral Park/Garden City/Glen Cove/ Great Neck/ Roslyn, NY (Nassau County)</i>	162	64
<i>Houston, TX (L.B. Johnson Space Center and Fort Bend, Harris, Montgomery Counties)</i>	110	59
<i>Kansas City, MO (Cass, Clay, Jackson, Platte Counties)</i>	107	49
<i>Las Vegas, NV (Clark County) (10/1-12/31)</i>	105	64
<i>Las Vegas, NV (Clark County) (1/1 – 5/31)</i>	126	64
<i>Las Vegas, NV (Clark County) (6/1 –9/30)</i>	105	64
<i>Los Angeles, CA (Los Angeles, Orange, Ventura Counties and Edwards AFB)</i>	128	64
<i>Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (10/1–12/31)</i>	360	64
<i>Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond)(1/1–6/30)</i>	285	64
<i>Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (7/1–8/31)</i>	259	64
<i>Manhattan, NY (Boroughs of Manhattan, Bronx, Brooklyn and Queens and Staten Island and Counties of Kings, New York and Richmond) (9/1–9/30)</i>	360	64
<i>Miami, FL (Miami-Dade County) (10/1-2/28)</i>	149	59
<i>Miami, FL (Miami-Dade County) (3/1-9/30)</i>	121	59

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<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <i>Excludes taxes and surcharges</i></b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <i>Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</i></b>
<b>STANDARD →</b>	<b>\$88</b>	<b>\$44</b>
<b>EXCEPTIONS ↓</b>		
<i>Minneapolis / St. Paul, MN (Hennepin, Ramsey Counties)</i>	<i>130</i>	<i>64</i>
<i>Nashville, TN (Davidson)</i>	<i>117</i>	<i>54</i>
<i>Newark, NJ (Essex, Bergen, Hudson, Passaic Counties)</i>	<i>133</i>	<i>49</i>
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine Parishes, St. Bernard) (10/1–6/30)</i>	<i>140</i>	<i>59</i>
<i>New Orleans, LA (Jefferson, Orleans, Plaquemine Parishes, St. Bernard) (7/1-9/30)</i>	<i>101</i>	<i>59</i>
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	<i>109</i>	<i>49</i>
<i>Orlando, FL (Orange County) (1/1-3/31)</i>	<i>133</i>	<i>49</i>
<i>Orlando, FL (Orange County) (4/1-9/30)</i>	<i>109</i>	<i>49</i>
<i>Philadelphia, PA (Philadelphia County) (10/1 – 11/30)</i>	<i>166</i>	<i>64</i>
<i>Philadelphia, PA (Philadelphia County) (12/1 – 8/31)</i>	<i>155</i>	<i>64</i>
<i>Philadelphia, PA (Philadelphia County) (9/1 – 9/30)</i>	<i>166</i>	<i>64</i>
<i>Palm Springs, CA (Riverside) (10/1 – 12/31)</i>	<i>114</i>	<i>59</i>
<i>Palm Springs, CA (Riverside) (1/1 –4/30)</i>	<i>139</i>	<i>59</i>
<i>Palm Springs, CA (Riverside) (5/1 – 8/31)</i>	<i>97</i>	<i>59</i>
<i>Palm Springs, CA (Riverside) (9/1 – 9/30)</i>	<i>114</i>	<i>59</i>
<i>Phoenix/Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	<i>122</i>	<i>59</i>
<i>Phoenix/Scottsdale, AZ (Maricopa County) (1/1-4/30)</i>	<i>160</i>	<i>59</i>
<i>Phoenix/Scottsdale, AZ (Maricopa County) (5/1-8/31)</i>	<i>96</i>	<i>59</i>
<i>Phoenix/Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	<i>122</i>	<i>59</i>
<i>Pittsburgh, PA (Allegheny County)</i>	<i>114</i>	<i>54</i>
<i>San Antonio, TX (Bexar County)</i>	<i>117</i>	<i>54</i>

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<b>STANDARD →</b>	<b>\$88</b>	<b>\$44</b>
<b>EXCEPTIONS ↓</b>		
<i>San Diego, CA (San Diego County) (10/1-12/31)</i>	137	64
<i>San Diego, CA (San Diego County) (1/1-8/31)</i>	147	64
<i>San Diego, CA (San Diego County) (9/1-9/30)</i>	137	64
<i>San Francisco, CA (San Francisco County) (10/1-10/31)</i>	185	64
<i>San Francisco, CA (San Francisco County) (11/1-8/31)</i>	164	64
<i>San Francisco, CA (San Francisco County) (9/1-9/30)</i>	185	64
<i>Savannah, GA (Chatham County)</i>	108	49
<i>Seattle, WA (King County)</i>	158	64
<i>St. Louis, MO (St. Louis City and St. Louis, St. Charles Counties, Crawford, Franklin, Jefferson, Lincoln, Warren and Washington)</i>	111	59
<i>Tampa/St. Petersburg, FL (Pinellas and Hillsborough) (10/1 – 12/31)</i>	104	54
<i>Tampa/St. Petersburg, FL (Pinellas and Hillsborough) (1/1 – 3/31)</i>	127	54
<i>Tampa/St. Petersburg, FL (Pinellas and Hillsborough) (4/1 – 9/30)</i>	104	54
<i>Washington, DC (I) (10/1-10/31)</i>	233	64
<i>Washington, DC (I) (11/1-6/30)</i>	209	64
<i>Washington, DC (I) (7/1-8/31)</i>	165	64
<i>Washington, DC (I) (9/1-9/30)</i>	233	64
<i>White Plains/Tarrytown/ New Rochelle/Yonkers, NY (Westchester County)</i>	164	59

(1) Washington, DC, includes: Virginia Cities of Alexandria, Falls Church, Fairfax; Virginia counties of Arlington, Fairfax; and, Maryland counties of Montgomery and Prince George's.